

Records Services:

Fiscal Year 2011 Annual Report

The Records Services Division of the Office of the Secretary of State is comprised of three units: the Missouri State Archives, the Local Records Program and the Records Management Program. The three units work together to manage, preserve and provide access to public records of all types, including documents, books, maps, photographs, audio recordings and films.

Each unit offers specific services. The [Missouri State Archives](#) preserves and provides access to the permanent records of Missouri. [Local Records](#) assists counties, cities and other local government entities with the management and preservation of their records. [Records Management](#) assists state agencies with the organization and management of their records.

Missouri State Archives

The Missouri State Archives is the official state repository for permanent records of enduring historical value. Most records held by the State Archives are accessioned through the Local Records Program and the Records Management Program. The State Archives' mission is to foster an appreciation of Missouri history and illuminate contemporary public issues by preserving the state's permanent records and making them available to its citizens and their government.

Holdings and Research

The State Archives' vast collections and holdings allow professional historians and other researchers to uncover information that brings family histories to life and enlightens citizens to our shared past. The State Archives is Missouri's largest repository for historical documents. Its holdings include:

- more than 338 million pages of records of permanent value;
- almost 500,000 photographs (negatives, prints and slides);
- nearly 199,000 reels of microfilm and 270,000 microfiche;
- more than 9,000 maps;
- tens of thousands of state publications; and
- an extensive collection of audiovisual materials (audiotapes, CDs, moving pictures, videos, etc.).

The State Archives preserves records documenting Missouri's history from the era of French and Spanish colonial rule to the present day. Among these holdings researchers will find documentation of every aspect of life in Missouri.

Records housed in the State Archives support the full range of research interests – from schoolchildren's studies to family history to academic research. They support research on topics and themes as diverse as the part western Missouri towns played in westward expansion, the role of St. Louis in the international fur trade, slavery, the Civil War, western outlaws, military records of Missourians from the War of 1812 to World War II, immigration and Missouri politics.

Among the larger collections of records at the Missouri State Archives are Governors' papers, General Assembly records, Missouri Supreme Court case files, records and publications from state agencies and departments and millions of microfilmed county and municipal records.

Many researchers continue to use traditional means to access the Archives. They visit in person, call with questions and place requests by mail. In FY11, the total number of these information requests was 28,029. The vast majority of researchers, however, have turned to the Internet as their preferred research medium. In FY11, the total number of hits for all Archives web pages was 70,838,971, a large increase from FY10 – 53,835,406.

During FY11, Archives docents and staff led 46 tours of the Archives for 2,418 students, genealogists, historical researchers and legislators.

E-Volunteers

Since its start in 2004, the Missouri Death Certificate Project has created a searchable online index to over 2.2 million death certificates filed from 1910-1960. The database links indexed records to digital images of original certificates. Each year the project adds an additional year of certificates to the database as the records are released to the public. In the past, database records were created from printed indexes provided by the Missouri Department of Health and Senior Services. In 2011, however, over 225 e-volunteers from around the world indexed the death certificates filed in 1960 using a new online application developed in conjunction with Secretary of State's Information Technology Division. This allowed the Archives to index the 49,000 certificates filed in 1960 in just three days, a process that took 48 days in 2010.

In FY11, the Archives also sent out a total of 617 packets to 76 e-volunteers across the United States and Canada. These volunteers extracted information from paper records to create searchable databases for Archives researchers on the following series:

- Pre-1910 Birth and Death Records;
- St. Louis Probate Court Indexes;
- St. Louis Criminal Court Indexes;
- U.S. Land Sales Abstracts;
- 1876 Scott County Census; and
- Swamp Land Patents.

Missouri Digital Heritage

Secretary Carnahan proposed the innovative Missouri Digital Heritage (MDH) Initiative in 2007 to further Missourians' access to information about the history of the state. Once the initiative received funding through the state legislature, development of the website began. On April 29, 2008, Secretary of State Robin Carnahan officially launched the MDH website at a public program held at the James C. Kirkpatrick State Information Center. The Initiative is a collaborative effort between the Missouri State Archives and the Missouri State Library that dramatically expands online access to information about Missouri's past. MDH has made millions of historical documents available to the public and connects users to dozens of collections from Missouri's local libraries, universities and cultural institutions through one searchable website. The State Archives and State Library are assisting institutions across Missouri in digitizing their records and placing them on the MDH website for easy public access.

Collections added to the Missouri Digital Heritage website in FY11 include:

- Governor Benjamin Gratz Brown Papers, 1871-1873 - Missouri State Archives;
- Governor Joseph Washington McClurg Papers, 1869-1871 - Missouri State Archives;
- Hall's Index to Springfield Newspapers - Springfield-Greene County Library District;

- The Missouri Red Books-Bureau of Labor and Statistics - - Missouri State Archives;
- *Cape Girardeau Argus*, 1863-1871 - Southeast Missouri State University;
- *Rolla Express* Newspaper - Missouri University of Science and Technology;
- Governor Hancock Lee Jackson Papers, 1857 - Missouri State Archives;
- Governor Robert Marcellus Stewart Papers, 1857-1860 - Missouri State Archives;
- Governor Silas B. Woodson Papers, 1873-1875 - Missouri State Archives;
- Plat Books of Kansas City and Jackson County, Missouri - Mid-Continent Public Library;
- St. Louis Area Civil War Digitization Project - Missouri History Museum;
- Missouri County Plat Books - Kansas City Public Library; University of Missouri-Columbia Special Collections; State Historical Society of Missouri;
- *Missouri Conservationist* - Missouri Department of Conservation; and
- *Daily Missouri Republican* - Missouri History Museum, University of Missouri - St. Louis, St. Louis Public Library, State Historical Society of Missouri, Missouri State Library.

For more information, explore the website at www.MissouriDigitalHeritage.com.

Educational Outreach

The Missouri State Archives provides a number of opportunities to connect the public to the state's history. These include onsite and traveling exhibits, student oriented programs like *Archives Alive!*, Archives tours, monthly public programs and numerous presentations about the holdings of the Missouri State Archives. Each year the Missouri State Archives also hosts the regional National History Day in Missouri competition drawing in students from all over mid-Missouri. Additionally, the Archives offers a wide variety of internship and fellowship opportunities for students and scholars.

Archives Alive!



Archives Alive!, a history-based theatrical performance for schoolchildren, remained the most popular outreach program supported by the Archives. The interactive performance brought Missouri history to life, free of charge, for fourth- and fifth-grade students in both public and private schools from across the state. This year, a new performance was unveiled to educate students on the Civil War. *Civil War Archives Alive!* was attended by 5,813 students, teachers and parents, making the seventh season of *Archives Alive!* the largest to date. Among other things, students learned about Missouri's role as a border state, the impact of guerrilla warfare on ordinary citizens, the role slavery played in the state's culture and economy and the significance of Missouri's battles and political climate on the outcome of the war. The 2011 season was sponsored by the Friends of the Missouri State Archives with donations from Hawthorn Bank, the Missouri Arts Council and the Eldon Chapter of the Daughters of the American Revolution.

All of the teachers who participated in *Civil War Archives Alive!* received a CD of teaching resources, designed to make all of the Archives' educational resources available in a single place. The disk includes a variety of tools: an audio tour of the Civil War exhibit, videos of lectures on Missouri history, lesson plans and worksheets. These materials help teach students how to analyze and interpret primary documents, maps and photographs.

Exhibits

Missouri State Archives' exhibits use documents, photographs and artifacts to inform the public about Missouri's rich history. These exhibits, designed to encourage visitors to seek new perspectives and gain an understanding of Missouri's journey from the past to the present, physically tour the state while several are also available online.

After a year-long stay in the lobby of the James C. Kirkpatrick State Information Center, the Missouri State Archives newest exhibit, *Divided Loyalties: Civil War Documents from the Missouri State Archives*, closed on May 31, 2011. Even before that date, two copies of the exhibit began traveling to various sites throughout the state. Exhibit venues included:

- The Fort Davidson Historic Site near Pilot Knob;
- The Bollinger County Museum in Marble Hill;
- Current River Heritage Museum in Doniphan;
- Waverly Citizens for Progress community gallery in Waverly;
- The Ste. Genevieve Department of Tourism; and
- The Wilson's Creek National Battlefield near Springfield.

Three identical copies of *Divided Loyalties* are now traveling throughout the state and will tour a total of more than 30 venues between now and 2015. The entire exhibit, with audio commentary, can be viewed at <http://www.sos.mo.gov/mdh/CivilWar/DividedLoyalties.asp>.

In May and June 2011, the Kirkpatrick Library at Central Missouri University hosted the archives' exhibit *Ticket to the Past: The First 25 Years of the Missouri State Fair. The Verdict of History* was on display at the St. Joseph Museum from November 2010 through January 2011.

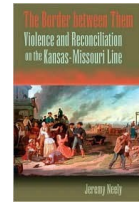
The Missouri State Archives makes its exhibits available, free of charge, to educational institutions, libraries, museums and historical societies across the state. Online versions of these and other exhibits may also be viewed at <http://www.sos.mo.gov/archives/exhibits/>.

Evening Program Series

As part of its public outreach, the Archives presented eleven free evening programs in FY11, attended by 1,520 people. These were held once a month on Thursday evenings and consisted of presentations provided by professional historians, genealogists, musicians and folk artists. The 2010-2011 series included a variety of subjects. Speakers in January through June also commemorated the sesquicentennial of the Civil War with the beginning of a special series, *Divided Loyalties: A Speaker Series on the Civil War in Missouri*, which was funded in part by the Missouri Humanities Council. Some of the most popular programs of the year were:

- *Ozarks Gunfights and Other Notorious Incidents*. After the Civil War, residents of the Ozarks still witnessed violence. Divided loyalties gave rise to rampant lawlessness, plaguing the region with robberies, shootouts and showdowns. Author Larry Wood shared the shocking incidents that took place in the Ozarks during the late 1860s through the 1950s, including the notorious Springfield showdown between Davis Tutt and Wild Bill Hickok and the Roscoe shootout that resulted in the murder of one of the Younger brothers. Wood even revealed some not-as-well-known, but equally scandalous crimes, such as the bank holdup by female bandit Cora Hubbard and the Bloody Benders' massacre.
- *The Border between Them: Violence and Reconciliation on the Kansas-Missouri Line*. The most bitter guerrilla conflict in American history raged along the Kansas-Missouri border from 1856 to 1865, making that frontier the first battleground in the struggle over slavery. This fiercely contested boundary represented the most explosive political fault line in the United States and its bitter divisions

foreshadowed an entire nation torn asunder. Author Jeremy Neely recounted the exploits of John Brown, William Quantrill and other notorious guerrillas as well as revealing the stories of everyday people who lived through the conflict. Neely also examined the significance of the Border War on both sides of the Kansas-Missouri line and offered a comparative, cross-border analysis of its origins, meanings and consequences.



- *Guerrillas, Partisans and Bushwhackers: Rethinking the American Civil War.* Daniel Sutherland, whose book *A Savage Conflict* won the Society of Civil War Historians' Tom Watson Brown Book Award and the Museum of the Confederacy's Jefferson Davis Award, demonstrated the pervasiveness of guerrilla warfare in Missouri and the South. He argued guerrilla warfare took a large toll on the Confederate war effort by weakening support for state and national governments and diminishing the trust citizens had that their officials would protect them. The driving forces behind the various forms of guerilla warfare were discussed along with the considerable impact it had on the course of the war, both militarily and on the home front.
- *Portraits of Conflict: A Photographic History of Missouri in the Civil War.* William Garrett Piston and Thomas P. Sweeney tied period photographs and stories into an overall narrative of the Civil War in Missouri. Their book, *Portraits of Conflict*, includes hundreds of photographs, many of them never before published. The authors' commentary covered the origins of the war, its conventional and guerrilla phases, action on the rivers, medicine, the experiences of Missourians who served out of state and the process of reunion after the war. Through the lens of a camera, Piston and Sweeney shared the basic humanity of the Civil War experience – its people, its places and its horror.

Recordings of many of these programs are available at www.sos.mo.gov/archives/about/presentations.asp. This website is used to make educational programs available to audiences outside Jefferson City and includes numerous videos of interest to genealogists and historians.

National History Day in Missouri

Each year, the Missouri State Archives sponsors the [Central Missouri Region National History Day](#) competition on the last Saturday in February. The top three finishers in each category are eligible to participate in the state contest in April. First and second place finishers at the National History Day in Missouri competition proceed to the Kenneth E. Behring National History Day competition at the University of Maryland-College Park in June.



Competing individually or in small groups, in either the junior division, for grades 6-8, or the senior division, for grades 9-12, National History Day students choose their own research topics based on an annual theme. The theme for 2011 was *Debate and Diplomacy in History: Successes, Failures, Consequences*. Project formats range from traditional research papers to performances, documentaries, exhibits and websites.

This year, second place in the junior individual exhibit category at the state contest earned Central Missouri Region student John Swift of Columbia Catholic School a place as a delegate to the national competition. His exhibit, *Dred Scott: Debate Over the Rights of Slaves* also took several special prizes: the Local History Prize, the Missouri State History Prize and an Arvarh Strickland African American History Prize.

Other statewide finalists from the Central Missouri Region included: Lacey Buck, Morgan County R-1 School, Stover, 3rd place and alternate to the national contest, Junior Individual Performance, *Trail of Tears*; Sadie Allen, Oakland Junior High School, Columbia, 5th place, Junior Individual Performance, *The Indian Removal Act*; Aubrey Smith, Columbia Independent School, 6th place, Senior Individual Exhibits, *The Race to Space: Debate, Diplomacy and Cooperation in the Final Frontier*; Eoghan Matthews, Cade Miller and Sergei Quinn, Missouri

Military Academy, 4th place, Senior Group Exhibits, *Debate on Brown vs. Board of Education*; and Jenny Yao and Jenny Zulovich, West Junior High School, Columbia, 5th place, Senior Group Web Sites, *The Iran Hostage Crisis: How Diplomacy Failed*. An Arvarh Strickland African American History Prize was presented to Veronica Lee of Centralia High School for her senior historical paper, *The Emancipation Proclamation*. Over 600 students from 86 schools throughout the state participated in the National History Day in Missouri Contest in April; over 2,600 students participated in local and regional contests leading up to the state contest.

Widget Ewing, a teacher at Columbia Catholic School, received the 2011 Webber Teacher of the Year award and was nominated for the History Channel Award for Service at the National History Day contest in June.

Conferences

Archives staff attended the Missouri Conference on History on April 12-15, 2011 in Kansas City. Former recipients of Missouri State Archives Fellowships, Diane L. Mutti-Burke, Dennis Boman, Jeremy Neely (Supreme Court of Missouri Historical Society, Robert Eldridge Seiler Fellowship) Marcus MacArthur (William E. Foley Research Fellowship) and Megan Boccardi (Supreme Court of Missouri Historical Society Internship) presented papers at this conference.

Archives staff attended a symposium, "The Future of Archives in a Digital Age," on February 24–25, 2011 at the Donald J. Reynolds Institute on the University of Missouri-Columbia campus and attended and presented in May at the 2011 St. Louis Genealogical Society Annual Family History Conference at the Maryland Heights Centre. This conference is the largest single-day regional genealogical event in the United States.

Fellowships and Internships

FY11 marked the fifth year of the Friends of the Missouri State Archives' William E. Foley Research Fellowship. This initiative goes beyond providing access to Missouri's historical documents by supplying the means necessary to ensure the use of those resources for scholarly research. Any project using the Archives' holdings to further knowledge of state or national history is eligible for funding.

Jesse Nasta, a Ph.D. candidate at Northwestern University was chosen as the 2011 Foley Fellow. The Friends of the Archives supported Nasta's work on his dissertation, *Moving Toward Freedom: Slavery, Freedom and Mobility in Antebellum St. Louis*.

2011 marked the thirteenth year of the Archives highly successful partnership with the Supreme Court of Missouri Historical Society. Each year the Archives and the Supreme Court of Missouri Historical Society sponsor two internships and the Robert Eldridge Seiler Fellowship. Interns Abby Fennewald, American University, and Stephanie Kroner, Northwest Missouri State University, continued to add to the Missouri Supreme Court Historical Database, processing the records of Supreme Court cases through the Civil War and Reconstruction era. This database is available at www.sos.mo.gov/archives/judiciary/supremecourt/.

The Seiler Fellowship, which enables researchers to use Missouri's legal records in the study of state and national history, was awarded in 2011 to Miller W. Boyd III, a Ph.D. candidate in American history at the University of Mississippi. The Seiler Fellowship supported Boyd's work on his dissertation, *Manhood, Freedom and the Exigencies of War: African American Missourians in the Civil War*.

Each summer an upper-level undergraduate or graduate student is selected from a national pool of applicants to conduct work within the various collections related to African American history at the Missouri State Archives. The 2011 African American History Intern was Marie Kiekhaefer, a senior at the University of the Pacific in Seattle, WA.

Awards

The Missouri State Archives has been recognized by *Family Tree Magazine* for ten consecutive years and “has long been one of [their] favorites” because of the no-cost, easy access Missouri Digital Heritage provides to genealogists. This year, the magazine specifically recognized www.MissouriDigitalHeritage.com as one of the top 10 websites for eastern United States research. The full list of *Family Tree Magazine*’s 101 best family history websites is available at <http://familytreemagazine.com/article/101-Best-Websites-2011>.



State Document Preservation Fund

The State Documents Preservation Fund was created by the General Assembly in 1996. The fund supports the preservation of and access to documents of historical value by permitting the State Archives to obtain additional funds from private and corporate sources. At the close of June 2011, the fund balance was \$5,170.22.

Missouri Historical Records Advisory Board

[The Missouri Historical Records Advisory Board](#) (MHRAB) is the central advisory body for historical records planning and for projects relating to historic records developed and carried out within the state. The MHRAB provides state-level appraisal of grant proposals submitted to the [National Historical Publications and Records Commission](#) (NHPRC) by Missouri records repositories and serves as the review and award panel for grant applications submitted to the Missouri Historical Records Grant Program and the Missouri State Archives' Local Records Grant Program. In addition, the MHRAB maintains *Docline*, a listserv through which Missouri's records keepers can share best practices, grant and training opportunities and other cooperative strategies.

In FY11, the MHRAB dispersed \$56,800 in NHPRC grant funding to seventeen repositories for projects related to the preservation and availability of historical records. During this same time, the MHRAB also began compiling the collection policies of records repositories located throughout the state to be added to the [repository directory](#) found on the MHRAB website. Additionally, the Board started gathering content for a records repository best practices website projected to go online in the summer of 2012.

The Governor, with the advice and consent of the Senate, appoints members to the MHRAB. As the Board's coordinator, the Secretary of State handles its administrative responsibilities. Federal regulations require members to have experience and interest in the collection, administration and use of historical records as well as a dedication to the preservation of and access to Missouri's documented heritage.

Members of the Missouri Historical Records Advisory Board – FY11

Robin Carnahan
Secretary of State
Coordinator

John Dougan
Missouri State Archivist
Deputy Coordinator

Joseph L. Adams
Former University City Mayor

Robert P. Neumann
Director
Greene County Archives and Records
Center

Gregory B. Allen
President
Allen Financial Corporation

Cynthia L. Parks
Director of Records Management
University of Missouri-Columbia

Marcia L. Bennett
Executive Director
St. Joseph Convention & Visitors Bureau

Terry L. Ramsey
Museum Coordinator, Bushwhacker
Museum
Vernon County Historical Society

Raymond Doswell
President (Interim)
Negro Leagues Baseball Museum

Joel P. Rhodes
Associate Professor of History
Southeast Missouri State University

Christopher Gordon
Director of Library and Archives
Missouri History Museum

David E. Richards
Head, Special Collections and Archives
Department
Meyer Library, Missouri State University

Paxton J. Williams
Director of Outreach

Anne G. Rottman
Head Librarian

George Washington Carver
Birthplace Association

Legislative Library, State Capitol

Gary R. Kremer
Executive Director
State Historical Society of Missouri
ex-officio

MISSOURI BOARD ON GEOGRAPHIC NAMES

The Missouri Board on Geographic Names is authorized by RSMo 109.225 to coordinate place-naming activity between local, state and federal agencies. Additionally, the board provides uniformity in geographic nomenclature throughout the State of Missouri while retaining the significance, history and culture associated with Missouri geographic names. Proposed changes or additions to names of geographic features and places in the state are received, evaluated and then recommendations are made to the U.S. Board on Geographic Names for final approval.

During FY11, the Missouri Board on Geographic Names recommended the following new geographic place names for approval:

- Burroughs Creek, St. Louis County
- Denny Creek, St. Louis County
- Deschamps Creek, St. Louis County
- Dielman Creek, St. Louis County
- Fernridge Creek, St. Louis County
- Fordyce Creek, St. Louis County
- Harrelson Creek, Henry County
- Magnolia Creek, St. Louis County
- Pebble Creek, St. Louis County
- Rhodes Creek, St. Louis County
- Rosenfelder Creek, St. Louis County
- Warson Woods Creek, St. Louis County

Members of the Missouri Board on Geographic Names – FY11

Christopher J. Barnett
University of Missouri – Columbia

Gary Claspill
Office of Administration

Kenneth Dagel
Missouri Western State University

John Dougan
Missouri State Archives

John Fisher
Freelance Writer

Ray Fox
US Geological Survey

Debra F. Greene
Lincoln University

Gary R. Kremer
State Historical Society of Missouri

Alan Foreman
St. Louis District, U.S. Army Corps of Engineers

Gordon McCann
Ozark Folklorist

Jane A. Messenger
US Geological Survey

Lynn Morrow
Local Records Program

Frank Nickell
Center for Regional History and
Cultural Heritage

Darrell Pratte
MO Dept. of Natural Resources

Tony Spicci
Missouri Department of Conservation

Henry Sweets
Mark Twain Home Foundation

Jay Turner
Mark Twain National Forest-Salem Ranger District

Jerry Vineyard
Assistant State Geologist (Ret.)

Arnold Williams
Missouri Department of Transportation

Dwight Weaver
Lake of the Ozarks Historian

Local Records Program

Missouri local governments generate records documenting the rights of citizens, government actions and community history. The mission of the Local Records Program is to assist local governments with the preservation of historical and vital records and recommend techniques for the efficient management of current records.

Local Records staff members work with local governments to:

- create computerized record inventories;
- microfilm records to reclaim office space and ensure long-term preservation of those with permanent/historical value;
- conduct workshops and provide consultation on all aspects of records and archival management practices;
- co-sponsor grant projects;
- perform conservation treatments at the State Archives; and
- dispose of extraneous records based on retention schedules.

These activities promote long-term public records management, improve public access to the records, preserve the social compact and ensure transparency of government.

The Local Records Program operates in three functional areas: the field archivists work directly with local officials in the areas of archival practice and records management; the grant program funds projects to preserve public records; and the conservation staff provides professional preservation advice and conservation treatment. Selected professionals in these areas also serve on Missouri Digital Heritage advisory committees for planning access to collections statewide. Detailed information on the Local Records Program and its activities is available at <http://www.sos.mo.gov/archives/localrecs/>.

Local Field Archivists

The core activity of the Local Records Program is on-site work conducted throughout the state by field archivists. These professionals advise, educate and assist local records custodians in sound records management and archival practices.



The services provided by the Local Records staff are free-of-charge to any tax-supported government entity in Missouri. Typically, archivists are requested when a local official decides to improve the organization of records, usually motivated by a desire to reclaim or maximize limited office space. Local Records archivists provide comprehensive consultations that help local government offices gain intellectual and physical control of their records. Often this involves sorting the records, disposing of those that are no longer needed and recommending strategies for microfilming and storage.

Records Consultations

In FY11, archivists consulted with the following units of local government:

- cities of Aurora, Branson, Caruthersville, Columbia, Elsberry, Joplin, Kansas City, Lake St. Louis, Lee's Summit, Maryland Heights, Memphis, Moberly, Moscow Mills, North Kansas City, Osborn, Perry, Platte City, Savannah, Sedalia, St. Charles, St. Louis, Sugar Creek, Town and Country and University City;
- circuit courts in Barry, Boone, Butler, Cedar, Clark, Cooper, Howard, Howell, Jackson, Jasper, Johnson, Lawrence, Lincoln, Morgan, Osage, Pemiscot, Perry, Pettis, Platte, Polk, Ray, Scott, St. Charles, St. Louis, Shelby and Vernon counties;
- probate courts in Butler, Callaway, Cedar, Franklin, Howell, Lincoln, Miller, Monroe, New Madrid and Warren counties, as well as St. Louis City;
- executive government officials in Andrew, Boone, Buchanan, Butler, Cape Girardeau, Cedar, Christian, Clay, Cole, Crawford, Dallas, Harrison, Howard, Howell, Johnson, Lafayette, Lincoln, Livingston, Macon, Moniteau, Morgan, Newton, Ozark, Platte, Polk, Ray, Reynolds, Saline, Schuyler, St. Charles, Stone, Taney, Texas, Washington, Webster, Worth and Wright counties; and
- county archives, historical societies and other facilities holding public records, including the Barry County Museum, Butler County Genealogical Society, Cape Girardeau County Archives, Cedar County Historical Society, Churchill Museum, Department of Natural Resources Land Survey, Gasconade County Historical Society, Greene County Archives, Johnson County Historical Society, Kingdom of Callaway Historical Society, Lindenwood University, Miller County Historical Society, Missouri Mansion Association, Morgan County Historical Society, Phelps County Historical Society, O'Fallon Historical Society, Ozark County Genealogical and Historical Society, Polk County Historical Society, St. Charles County Historical Society, St. Louis County Records Center, Stoddard County Historical Society, White River Valley Historical Society and William Jewell College Archives.

Inventories and Dispositions

The sheer volume of records in local government offices often makes it difficult to locate documents when they are requested. This is particularly true of records considered "old" or of uncertain value. Archivists assist local officials by determining the content of their holdings, identifying those records that may be legally discarded and producing computerized inventories of records with current, permanent or enduring historical value, allowing officials to reclaim valuable office and storage space. In FY11, staff conducted inventory and/or disposition projects in the cities of Elsberry and Osborn, as well as Butler, Christian, Lincoln, Livingston, Macon, Platte, Saline, Washington and Wright counties.

Preservation and Access Projects



In FY11, Local Records archivists continued their efforts to identify, preserve and make accessible important aspects of Missouri's history found in judicial records. Working with probate and circuit court judges and clerks, as well as a cadre of dedicated volunteers, the Local Records Program appraised and processed records dating from 1805 to 2001.

Counties with projects underway in FY11 included Bates, Boone, Butler, Callaway, Cape Girardeau, Cedar, Cooper, Franklin, Gasconade, Greene, Howard, Howell, Jackson, Jasper, Johnson, Lawrence, Lincoln, Miller, Monroe, Morgan, New Madrid, Osage, Platte, Polk, Ray, St. Charles, Shelby, Vernon and Warren, as well as the City of St. Louis.

The availability of these records allows researchers to gain a deeper understanding of how local, regional and national issues impacted the everyday lives of Missourians. The topics and themes include slavery, the Civil War, domestic and social relations, economic development, transportation and frontier history. Several of the projects currently underway, including those in Franklin, Gasconade, Lincoln, New Madrid and St. Charles counties, have records dating to the beginning of statehood. Many of these projects have revealed previously unknown information, substantially altering and augmenting our understanding of early Missouri history.

Another Local Records Project begun in FY11 involves a partnership with Truman University. Managers and staff within the Local Records Program negotiated with the University to establish an archival processing lab to begin operation in FY12. The University will provide workspace and student interns who will process records from northeast Missouri, gaining valuable training in practical public history and archival practices. The Local Records Program will negotiate with local officials for project content and provide professional expertise, training and supplies. This pilot program is hoped to be the first in a series of partnerships with Missouri universities to assist in the preservation of historic records from their regional counties and communities.

Grants

The Local Records Grant Program, which began in 1992, awards funds to local governments based on competitive applications for eligible records management and document preservation projects. Recipients may receive up to 70% of the total project cost in grant funds. A local funding match of at least 30% is required. The Missouri Historical Records Advisory Board (MHRAB) establishes grant policies and reviews proposals. Since the program's inception, the agency has awarded 1,042 grants totaling over \$6,500,000, for records management and document preservation around the state. Additional information about the grant program is posted online at <http://www.sos.mo.gov/archives/localrecs/grants>. Due to the economic downturn the program was suspended for FY11.

Conservation

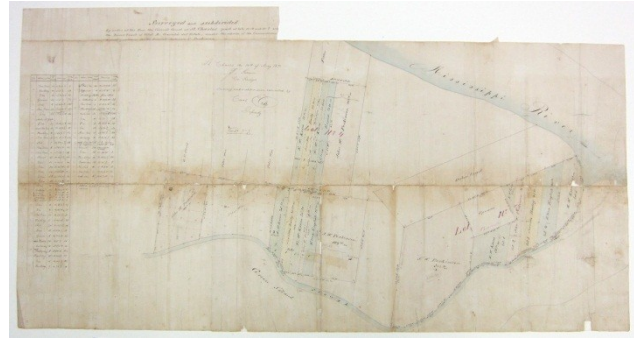
While Local Records field archivists attempt to forestall damage to public records by assisting in the implementation of sound records practices, sometimes the damage has already been done. The Local Records



Program manages the state's only publicly-funded conservation lab for the treatment of paper records. Local Records conservators rescue significant historical documents that are damaged due to aging or poor storage conditions. The professional conservators provide chemical and physical treatments to repair and preserve documents from the State Archives, as well as local and state government offices. They also provide document conservation information and public educational programs.

The typical course of treatment involves evaluation of condition, surface-cleaning, removal of tape and other old "mends," washing, mending with Japanese paper and wheat paste, encapsulation and, in certain instances, construction of customized housing. In all cases, items leave the

conservation lab more physically and chemically stable than when they were received.



Before and After: One of the more challenging treatments was this 18" x 34" map from the St. Charles County Circuit Court, dated May 14, 1870. It depicts the area of the confluence of the Missouri and Mississippi Rivers.

In September 2009, a team of Local Records administrators, historians, archivists and conservators visited the Department of Natural Resources (DNR) Land Survey Office to evaluate their antebellum plats and maps of Missouri.



Following the evaluation of the DNR collection, a long-term project was launched to provide conservation treatment and capture digital images for wider distribution. In FY11, conservators provided full treatment of several early maps from that office, including the 1804 New Madrid territorial district surveys, an 1808 Map of Peyroux's New Madrid, an 1825 plat of the Village of Ste. Genevieve, an 1838 plat and description of Wolf Island, an 1837 Delauriere 10,000 arpent survey, an 1842 plat of the town of New Bourbon, a plat of St. Ferdinand dated 1845 and early but undated plats of New Madrid, St. Ferdinand and Ste. Genevieve.

Conservators also continued treatment on early 20th century soil maps from the University of Missouri's Center for Applied Research and Environmental Systems. During FY11, seven more soil maps were conserved and digitized.

Conservators also treated the following items from local and state government offices:

- Cape Girardeau County Archives: set of 28 original 1906 blueprints of the county courthouse; 1936 and 1966 plats of Cape Girardeau County, 1938 plat of the city of Cape Girardeau, 1940 plat of Jackson and a mid-1940s map of Missouri.
- City of O'Fallon Historical Society: Mount Zion Cemetery map.
- Crawford County Historical Society: *Champlin 1936 Motor Trails Map of Missouri*.
- Independence City Clerk: 1894 map of the city cemetery.
- Lafayette County Clerk: 1890 Supreme Court of Missouri case file, City of Westport v. Kansas City.
- Missouri State Library: 1889 map from *Statistics and Information Concerning the State of Missouri*.
- Missouri University of Science and Technology, Archives: two plats (1858 and 1860) of Rolla.
- St. Charles County Circuit Court: a 19th century case file, Clay & McGregor v. Clay, Clay and Clay; and an 1870 map of the area around the confluence of the Missouri and Mississippi Rivers.
- St. Charles County Historical Society: Articles of Incorporation, Henry Clay Club.
- St. Louis Circuit Court: Cowan v. St. Louis Ore & Steel Co.

In April 2010, the Archives launched a major project to digitize thousands of Supreme Court of Missouri cases, dating from 1821 to 1865, for inclusion on the agency's website. Many of these documents require conservation treatment before they can be safely handled and imaged. During FY11, the conservators treated some 4,600 documents as part of that project. They also provided basic repair, stabilization and/or housing for

a number of items from the Archives, including bound volumes related to land patents, early births and deaths, court cases, territorial correspondence and photographs.

Conservators provided guidance on the following topics to the below organizations:

- Benton County Historical Society: salvage after building collapse
- Boone County Recorder: temperature/humidity recommendations
- Central United Church of Christ (Jefferson City): humidification of a panoramic photograph and conservation options for a damaged document
- Dunklin County Recorder: sources of mending materials
- Holocaust Museum & Learning Center (Creve Coeur): photograph marking
- Mercer County Clerk: preservation of a World War II plaque, referral to objects conservator
- Mississippi County Public Library: referral to book conservator
- Museum of Osteopathic Medicine: care of leather boots, referral to objects conservator
- Oak Grove Municipal Court: source of disaster preparedness supplies
- Palmyra City Clerk: appropriate framing for 1860 map treated in the lab last year
- Phelps County Historical Society: information on grant funding
- Rolla Public Schools: use of fireproof cabinets
- Schell City Schools: preserving early 20th century student photographs
- Scott Joplin State Historical Site: sources of training in preservation and archival practices
- Society of the Sacred Heart Archives: mold remediation
- St. Charles County Circuit Court: identification of acetate microfilm
- St. Charles County Heritage Museum: environmental control and referral consultants
- St. Joseph Museum: methods to improve temperature/humidity control; referral to photograph conservators
- Truman State University: advised on contracting for services to deal with significant mold outbreak in the library
- Vernon County Historical Society: humidification and flattening
- Warren County Historical Society: onsite consultation on preservation concerns, funding possibilities and management topics
- Western Historical Manuscript Collection (Rolla): handling and storage of cellulose acetate negatives
- Worth County: salvaging contents of courthouse time capsule
- private citizens: salvage of water-damaged materials, mold remediation, finding and working with professional conservators, constructing and placing a time capsule, guidelines for conservation framing and basic guidance on the preservation of paper, books and many other media

Two conservation projects of particular note were placed on the agency website during FY11. They detail the treatment of the 1860 Palmyra map (<http://www.sos.mo.gov/records/recmgmt/PalmyraMapConservTreat.pdf>) and the treatment of 19th century St. Charles County Circuit Court case files (<http://www.sos.mo.gov/records/recmgmt/StCharlesTreat.pdf>).

Microfilming & Imaging



Microfilm is a reliable, long-lived replacement for deteriorating paper records. When produced and stored according to national standards, microfilm can survive for 500 years. In addition, microfilm requires only a fraction of the storage space required for paper records. Increasingly, local governments and other organizations consult with the Local Records Program about the relationship between microfilming and digitization. The staff stresses the importance of microfilm as a long-term

preservation medium, while acknowledging the benefits of digital formats for ready access.

The *Guidelines for Microfilming Public Records* specify the minimum standards that all grant funded microfilming projects must meet, serving as a *de facto* guide for localities and state agencies. The *Guidelines* reflect national standards as well as the advent of technologies that facilitate the migration from film to digital media and are available on the Archives website at <http://www.sos.mo.gov/archives/pubs/mfmfg/>.

With the increasing demand for digital media from clients and the public, Local Records continues to stress the unsurpassed value of microfilm as the long-term preservation method of choice. However, technological advances have made it possible to create microfilm from digital images. With that in mind the "Statement on Acceptance of Microfilm Created from Digital Sources" specifies the criteria that microfilm created by digital sources must meet to qualify for storage in the Archives' secure film vault. It is available online at http://www.sos.mo.gov/archives/localrecs/microfilm_acceptance.asp. Often, the staff provides guidance on the use of "hybrid systems" that yield the advantages of digital technology while retaining the security of microfilm.

Local Records Inventory Database

The online Local Records Inventory Database continues to support research in Missouri history. Records from courthouse and municipal offices, dating from the 19th century, document the interactions of government and citizens. While originally created for administrative and legal use, index now contributes to our understanding of persons, events, themes and institutions.

Since its inception, the Local Records Program has completed over 460 inventories for offices in 106 of the 114 Missouri counties as well as the City of St. Louis. These inventories provide local officials with intellectual control of their records, allowing them to plan for preservation and security of public information, while at the same time protecting the public interests of access and use. A publicly accessible database of these inventories is available online at <http://www.sos.mo.gov/CountyInventory/index.asp>. During FY11, the Local Records Inventory Database registered 147,313 web page searches.

Records Center Planning

Each year, more localities begin exploring the creation or modification of space for records storage and preservation of their permanent records. Often, local officials launch such explorations because of a shortage of space in the courthouse or city hall. To provide basic guidance and a starting point for planning and discussions, the conservation staff developed the online resource, *Preservation Concerns in Planning a Records Center*, which can be found online at <http://www.sos.mo.gov/archives/localrecs/conservation/concerns.asp>.



In recent years Local Records staff have consulted with Boone, Buchanan, Butler, Cape Girardeau, Cass, Clay, Cole, Dekalb, Dunklin, Gasconade, Greene, Howell, Jackson, Jasper, Jefferson, Morgan, New Bloomfield, Phelps, Stoddard, St. Charles, St. Clair, St. Francis, St. Louis, Ste. Genevieve and Webster counties, as well as Kansas City and St. Louis City officials, about record center planning and operations. In addition, the Texas State Library and Archives Commission requested an electronic copy of the guide for its use during FY11.

Retention Schedules

Missouri state law (RSMo chapter 109) governs the retention and destruction schedules of public documents. Local Records staff members analyze record series produced by local governments based on their current and long-term administrative, fiscal, legal and historical values, and then submit detailed appraisals in the form of draft records retention schedules to the Local Records Board for review and promulgation.

In FY11, the completely revised and reformatted Municipal Clerk Schedule was adopted and released. There were also additions and revisions to the Sheriff, Public School, Zoo and General Schedules. In addition, new and revised schedules were posted to the local records website as PDF files, allowing users to download them directly to their workstations. The schedules for county and municipal governments as well as minor political subdivisions are available online at <http://www.sos.mo.gov/archives/localrecs/schedules/>. The online retention schedules remain a great success, with annual searches increasing from 105,841, in FY10, to 109,422, in FY11. The schedules made available as PDFs were downloaded 51,212 times in FY11.

Records Management

The overall goal of Local Records is to improve the management and preservation of local government records. In FY10, Local Records formalized a best practices manual containing information on basic records management principals in response to the ever increasing volume of inquiries from local officials. The *Missouri Local Government Records Management Guidelines* were designed to be easily understood by anyone from elected officials to clerks. This manual briefly covers legal requirements, records management theory, good and bad practices, retention schedule usage, the importance of a record management policy, disaster planning, electronic records and records preservation. In FY11, the *Guidelines* regarding the creation and establishment of official records management policies by local entities was revised and expanded. This document is available at <http://www.sos.mo.gov/records/recmgmt/MoLocGovRecMgmtGuides.pdf>.

Outreach Activities

To ensure that local governments continue to receive up-to-date information regarding the management and care of their records, Local Records archivists and conservators provided programs on a variety of topics at annual statewide training conferences of executive and judicial governments, at regional city and county clerks' organizations and through other special presentations.

In FY11, Local Records archivists spoke at meetings of the Missouri City Clerks and Finance Officers Association, St. Louis Area Archivists, St. Louis "Discovering Your Roots" Conference, Truman State University History Society, Butler County Genealogical Society, Richmond DAR, Missouri Prosecutor's Support Staff Conference, Columbia Records Management Committee, Warren County Historical Society, Missouri Conference on History, Missouri Police Chiefs Association, Springfield Area Archivists, Kansas City Area Archivists, University of Central Missouri and Lindenwood University.

The conservation staff frequently provides technical preservation information to the State Archives, other state agencies, local governments, local archives and historical societies housing public records and Missouri citizens. In conjunction with the Missouri Historical Records Grant Program, conservators presented "Introduction to Preservation" workshops in Jefferson City, Liberty, Poplar Bluff, Springfield and St. Charles, with participants coming from government entities and private groups such as museums, historical societies and libraries. The staff also presented a program on basic preservation for the Jefferson County Genealogical Society, as well as a program on disaster preparedness for the Missouri Association for Court Administration.

In May 2011, Missouri suffered horrific natural disasters. The day after the catastrophic Joplin tornado, conservators began posting salvage tips on the Archives' Facebook page and engaged with citizens on other recovery-oriented Facebook pages. At the request of the Secretary of State, and in cooperation with the Joplin

Area Chamber of Commerce, archivists and conservators went to Joplin in early June to provide guidance to citizens and businesses needing to salvage documents and photographs. Conservators also offered guidance to local government offices, such as the City of Morehouse, that suffered damage to records as a result of Mississippi River flooding. Finally, conservators provided hands-on training at the Greene County Archives on mold remediation, humidification and flattening and the removal of starch wafers used to attach historic documents.

The conservators also routinely offer educational tours of the conservation lab. During FY11, they provided tours to groups from the Kansas City Area Archivists, the National Churchill Museum, the St. Charles County Parks Department and the Jefferson City Civil War Sesquicentennial Committee, as well as several student and intern groups.

Volunteers and Interns



In cooperation with local public officials, Local Records field archivists attracted dozens of volunteers to aid in the preservation of historic executive and judicial records. Several projects were advanced thanks to the work of citizens in Boone, Butler, Cedar, Cooper, Franklin, Gasconade, Howell, Jasper, Johnson, Lawrence, Lincoln, Osage, Polk, Ray and St. Charles counties. Some 53 volunteers from historical and genealogical societies across the state contributed over 6,266 hours in FY11. Since FY04, civic-minded volunteers have given in excess of 43,990 hours to Local Records projects.

Local Records Board

The Local Records Board serves to coordinate and establish retention schedules for all local governments. The Board derives its authority from RSMo 109.230 and 109.255.

Members of the Missouri Local Records Board – FY11

Jo Ann Cordsiemon
Elsberry City Clerk

Gilbert Powers
Johnson County Clerk

Dottie Crenshaw
Lincoln County Recorder

Charles Reese
Kansas City Records Manager

Ken Dillon
Callaway County Recorder

Sherry Royal
Springfield Police Department

San Duncan
Director, State/Federal Programs
Jackson Public Schools

Tracy Smith
Shelby County Clerk

Danny Ellsworth
Adair County R-1 Schools
Green Castle

Kristi Urich
Grundy County Clerk

Robin Littrell
City Clerk
City of Riverside

Jackie Wagner
City of Columbia Records Manager

Georgia Maxwell
Daviess County Recorder

Lou Wehmer
Howell County Historical Society

Records Management

The mission of Missouri's Records Management Program is to promote the efficiency and continuity of state government, document the rights of Missouri citizens and preserve the state's heritage by providing state agencies with the necessary instruments to develop effective and efficient information control. Services are provided at no charge to state agencies, though savings to state government more than offset the cost of the program. Organizationally, the Records Management Program consists of three components: Records Analysis and Consultation, the State Records Center and Imaging Services.

Records Analysis and Consultation

Sound records management programs consist of a planned and coordinated set of policies, procedures and activities to manage recorded information. The professional Records Analysis staff members, comprised of records analysts and electronic records archivists, help develop records management policies and guidelines for state agencies, as well as providing the expertise and knowledge to assist the agencies in operating effective and efficient records management programs.

Records Tracking Software

The web-based State of Missouri Agency Records Tracking (SMART) system provides state agency customers with online access to the services of the Records Management program. SMART allows agencies to view and update agency records disposition schedules; create, view, request and transfer boxes or files belonging to their particular agency to or from the State Records Center; and view and request copies of microfilm stored in the microfilm vault.

SMART reduces the turnaround time for updating and creating agency records retention schedules, allows agencies to easily integrate their retention schedule into electronic records management systems and gives agencies easier access to their holdings in the records center. In FY11, SMART system growth included the addition of 336 newly trained agency employees, 373 record series created or updated, 28,512 new boxes, 176,778 new files created and assigned to boxes and 1,131 new rolls of microfilm. Additionally, in FY 11, several state agencies already using the SMART system to track boxes stored at the State Record Center began using the system to internally track files.

Records Retention and Disposition

Department: General Retention Schedule		Agency Records Disposition Schedule	
Division: Fiscal		Section:	
Sub-Section:			
TITLE: Budget Files		CUSTODY: ECOSP1	
DESCRIPTION: Financial status reports, transmittal/interim documentation, quarterly statements, and allocations used in administration of an agency's budget. May be destroyed after conclusion of state audit if completed before end of retention period.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 21047		SERIES STATUS: Approved	
		APPROVAL DATE: 06/02/2007	
TITLE: Budget Formulation Papers		CUSTODY: ECOSP1	
DESCRIPTION: Includes budget requests, assumed reports and worksheets associated with budget planning, and estimated cost for a fiscal year of operations, personnel services, repair, and replacement. May be destroyed after conclusion of state audit if completed before end of retention period.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 21048		SERIES STATUS: Approved	
		APPROVAL DATE: 06/02/2007	
TITLE: Check Payments		CUSTODY: ECOSP1	
DESCRIPTION: Payments in SASE or other system, whether electronic or paper, that document account activity.		RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 21057		SERIES STATUS: Approved	
		APPROVAL DATE: 06/02/2007	
TITLE: Current Earnings Report		CUSTODY: ECOSP1	
DESCRIPTION: Documentation of amounts earned, paid, and withheld from employees for a pay period. Contains information for each employee, organized by administrative unit. May be destroyed after conclusion of state audit if completed before end of retention period.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 21058		SERIES STATUS: Approved	
		APPROVAL DATE: 06/02/2007	

A key facet of records management is determining how long records should be kept. Records retention is based on the life-cycle concept. Like other resources, the value of information tends to decline over time, meaning records must be kept only as long as they are needed to support administrative, legal and fiscal functions. A few records, typically less than one percent of those created, should be retained permanently because of their historical significance. These records are stored at the State Records Center while required for agency use, but are eventually transferred to the Missouri State Archives for long-term preservation and public access.

The primary tools used in making these determinations are the individual agency Records Disposition Schedules. Staff members work closely with state agency officials to categorize records and to then incorporate them into agency specific Records Disposition Schedules. Once an

agency identifies one or more record series, analysts and archivists meet with agency officials to determine how long the records must be kept to fulfill business functions. As part of this process, Records Management staff research statutes, regulatory codes and similar record series in states across the nation. They then work with the agency to prepare draft disposition schedule. These schedules include the record series title, a clear description of the records and how they are used and retention and disposition instructions for after they are no longer needed.

After reaching an agreement with the agency, records analysts take the proposed Agency Records Disposition Schedule before the State Records Commission for discussion, necessary revisions and approval. Once approved by the Commission, the schedule serves as the legal authority for the agency to destroy obsolete records or transfer historical records to the Missouri State Archives. The staff currently maintains more than 860 agency records retention and disposition schedules, including the general schedules that apply to all state agencies.

Staff Training and Development

During FY11, the program staff continued developing their knowledge and understanding of records management concepts and new developments, particularly related to electronic records and technology. This includes attending the Association of Records Managers and Administrators (ARMA) Central Missouri Chapter Meetings and Spring Seminar. In addition, Records Management staff provided training to multiple state agencies and other organizations.

State Records Center

Many records may be retained for years after they are no longer regularly used. The inactive life of a record can range anywhere from two- to 75-years or more after its period of active use. In fact, some historical records must be maintained permanently. Records with an inactive status, according to their Records Disposition Schedule, may be stored within the State Records Center.

The State Records Center saves money by providing offsite storage at a much lower cost per cubic foot than storage in agency office spaces. The storing agency can request records whenever needed and then return them for refiling. Records are stored in a secure facility, protected against unauthorized access, environmental hazards, pests and fire. Records Center staff members also track the retention periods of stored records, ensuring records that no longer have any value are disposed of as soon as they become eligible and are approved by the owning agency.

While the Records Center is the physical custodian, agencies maintain proprietary control over their records while in storage. All state agencies with approved records retention and disposition schedules are eligible to store records in the State Records Center.

The State Records Center began FY11 operating three separate facilities; the Kirkpatrick State Information Center (KSIC); Annex 1, with a capacity of 76,480 cubic feet of records; and Annex 2, with a capacity of 108,024 cubic feet of records. KSIC continues to be the main facility with its climate-controlled environment designed for the protection and preservation of long-term records (those retained more than ten years) and permanent records. The capacity of the KSIC Record Center was reduced from 141,342 to 132,702 cubic feet of records during FY11 to provide additional space for the collections of the Missouri State Archives.

As a result of cooperation between the Secretary of State's Office, the Office of Administration and the State Legislature, funds were allocated for a new climate controlled, consolidated records center annex. In the second half of FY10 a lease was secured for 85,000 square feet of additional record center space. The new State Records Center Annex (SRCA) is located on Scruggs Station Road in Jefferson City and has 35,800 more square feet of space for records than the other two annex buildings combined. Once the lease agreement was finalized, Records Management staff began working on plans to move, track and place 2,692 shelving units containing approximately 181,000 boxes from the old annex buildings.

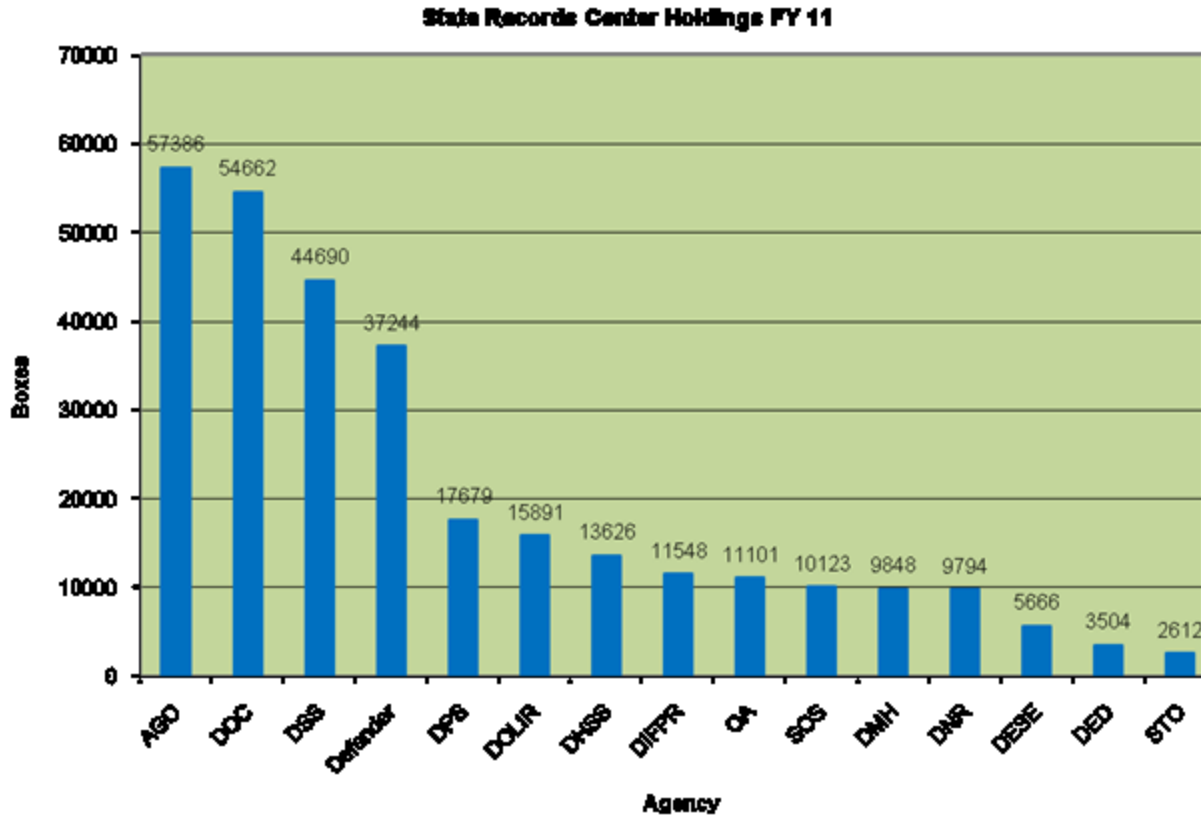


After several months of preparing the new space for rows of shelves, the move took place between September 27 and November 8, 2010. Although new boxes were not accepted during the move, access to all records continued throughout the entire process. This required the combined efforts of twelve Records Management staff, four temporary staff, twenty volunteers from other divisions of the Secretary of State's Office, fifteen contract employees bolting together and seismically bracing the units and between forty and fifty moving company employees. Following quality control checks, the Records Center returned to standard operations on November 17, 2010. The maximum capacity of the three earlier facilities was 325,846 cubic feet of records, while the capacity of the two current facilities is 359,166, with the ability to expand to 409,818.

Holdings

Total records accessions for FY11 were 25,585 cubic feet. Staff recycled 10,469 cubic feet of records meeting retention requirements, for a net gain of 15,116 cubic feet.

As of June 30, 2011, the State Records Center held 316,317 cubic feet of records. Many of these are long-term, confidential records that may never be transferred to the Missouri State Archives. The holdings belong to approximately 318 business units within various state agencies. The following chart illustrates the volume of records stored by the fifteen most active state agencies.



Cost Comparison

To illustrate the savings of storing records in the State Records Center, the below table compares the cost associated with storing files in the records center to storing them in agency offices. An assumption is made that all 25,585 boxes received by the Records Center in FY11 are to be retained for five years, when in reality many of the boxes will be retained longer. This is based on the fact that:

- the annual cost of storing one cubic foot of records in an office environment is \$13.78;
- the average yearly cost to store a cubic foot box of records in the State Records Center is \$1.33; and
- the cost to process and destroy a box of files is \$0.26.

Cost Comparison:
Storage in the State Records Center verses Agency Office Space

Costs	State Records Center	Agency Office Space
Year 1	\$4.37	\$13.78
Years 2-5	5.33	55.12
Destruction	0.26	0.26
Total Cost per box	\$9.96	\$69.16
Cost to store 25,585 boxes five years	\$254,827	\$1,769,459
Savings over five years	\$1,514,632	

These savings are based solely on the records accessioned in FY11 and do not reflect additional savings associated with the 290,000 boxes accessioned before FY11.

Servicing the Records



Records Center personnel schedule the pick-up and delivery of boxes for state agencies located within Jefferson City, while those outside of Jefferson City are responsible for arranging their own records shipments. Agencies may request individual files, which are returned through inner-agency mail in Jefferson City and through the postal service for those outside Jefferson City. Agencies are responsible for returning the files.

Agencies retain full access to their records in the State Records Center. If a file is needed, a Records Center clerk retrieves it and sends it to the agency. When the file is returned it is refiled in the appropriate box. This process is referred to as a "pull/refile

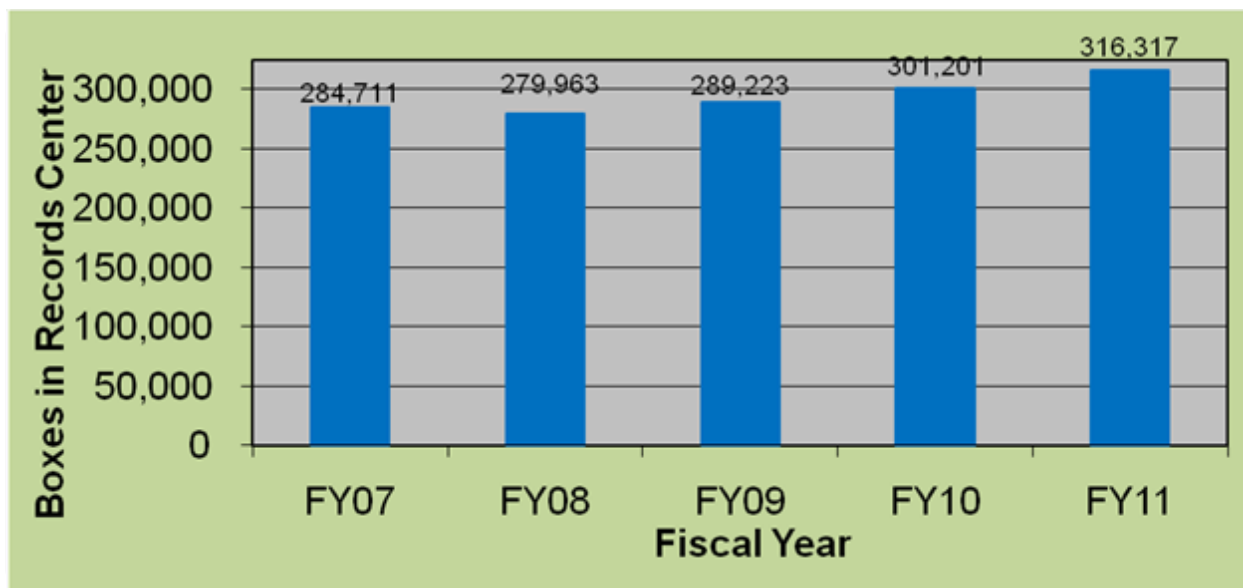
request." On average, Records Management processes 61,769 state agency pull/refile requests each year. These services are provided at no cost to agencies. In addition, numerous state agencies use their staff to pull and refile their own files.

Records Center Growth

The need for economical paper records storage will continue for at least the next 40 years. Far from the "paperless office" once promised by technology, electronic communications and e-business have instead created a proliferation of paper, mostly based on the ease of creation and duplication. As the amount of information contained in electronic systems continues to increase, so too does the amount of paper records generated in relation to that electronic data. The following graph illustrates storage holdings in the State Records Center over the past five years.

State Records Center Holdings:

FY07 through FY11



Records Management staff work diligently to limit the rate of growth in Records Center holdings by promptly destroying eligible records and, when appropriate, reviewing agency disposition schedules to shorten retention periods. Despite these practices, the holdings maintained by Records Management continue to grow. The new SRCA facility will allow accommodation of projected increases for the next eight to ten years.

Imaging Services

Microfilm remains an excellent storage medium for the preservation of long-term and/or historically significant records, while digital imaging is a great tool for accessing and quickly disseminating information to multiple users. Both have advantages and disadvantages that must be weighed when deciding how to best care for and manage information resources within an organization.

The Imaging Services Section has operated a full-service microfilm laboratory since 1967. Tasks performed by this section include source document microfilming, microfilm processing and duplication, rigorous quality assurance testing and environmentally controlled storage.



In 2008, Imaging Services began digital imaging for the Missouri Digital Heritage Initiative. In FY11, Imaging staff provided 1,853,545 images for placement on <http://www.MissouriDigitalHeritage.com>. Projects included Civil War Governor's Papers, U.S. Land Sales and Missouri's 1960 Death Certificates, just to name a few of the record series. These images were scanned from both paper documents and rolls of microfilm.

Microfilming Services

Records Management continues to microfilm records for state agencies wanting to preserve historical documents and provide access to older documents without damaging the originals. This service is also used by agencies lacking funds to purchase and maintain enterprise content management systems and those required to maintain long-term records in offices with limited storage space. During FY11, Imaging Services filmed 1,795 rolls of microfilm, producing 2,732,672 images.

In addition to processing and duplicating film created by the unit, staff also process and duplicate film created by other state agencies. Technicians visually inspect each roll of microfilm, conducting tests for density and resolution. If defects are found, the film is rejected and the project is re-filmed. During FY11, technicians processed 2,920 rolls of microfilm and duplicated 6,945 rolls.

Microfilm stored properly within the Records Management Program's vault should have a usable life of at least 500 years before duplication is required. The microfilm vault is kept at a constant temperature of 58°F, plus or minus 2°, with a constant humidity level of 35%, plus or minus 2%. Currently, more than 260,179 rolls of microfilm are stored in the vault.



State Records Commission

The seven-member State Records Commission was created by state statute (RSMo 109.250). The Commission determines how long records must be maintained in order to serve the needs of an agency. This body also decides whether records are to be destroyed or transferred to the Missouri State Archives once they meet their agency retention requirements.

When the State Records Commission met on September 8, 2010, 50 record series were added or updated on the General Retention Schedule and 359 record series were added or updated on 54 agency specific schedules. The agency specific schedules approved by the Commission were from Corrections (4); Courts (7); Economic Development (12); Elementary and Secondary Education (1); Ethics Commission (1); Health and Senior Services (5); Higher Education (1); Insurance (4); Labor and Industrial Relations (1); MOSERS (1); Natural Resources (1); Public Safety (1); Revenue (6); Social Services (7); and the State Treasurer's Office (2).

State Records Commission Members – FY11

Robin Carnahan, Chair
Secretary of State

Senator Gary Nodler
Missouri Senate

Representative Dwight Scharnhorst
Missouri House of Representatives

Joe Dandurand, Designee for
Attorney General Chris Koster

Doug Porting, Designee for
State Auditor Susan Montee

Doug Young
Missouri Chief Information Officer

Brett Berri, Designee for
Commissioner of Office of Administration

Gary Kremer, Executive Director
State Historical Society

John Dougan, Secretary
State Archivist